

Greenway Fields Homes Association  
Approved Minutes of the Board of Directors  
May 19, 2014

**Attendance**

The meeting was called to order at 7:03 p.m. at the home of Nola Devitt, 445 W. 61st Terrace.

**Board Members:**

Present - Neil O'Connor, Beth Noble, Sarah McCracken, Nola Devitt, Jeanette LePique

Absent - Cady Seabaugh, Scott Kaiser, Vern Stilwell, Matt Hanson (resigned member).

**Committed Volunteers:**

Present - Bob Deeg, David Slawson

**I. Agenda**

Agenda for May 19, 2014 meeting submitted by Neil O'Connor and approved, with the addition of Exceptional Home discussion under New Business.

**II. Approve April 2014 Meeting Minutes**

April Minutes were unanimously approved.

**III. Reports**

A. Expenditures and Approval of Expenditures Protocol

Jeanette requested discussion and clarification of protocol GFHA Board must follow in non-budgeted expenditure approval. Neil stated that, per the GFHA bylaws, in order to approve any unbudgeted funds there must be a motion, it must be seconded, and passed with a majority vote in a meeting that has a quorum (at least 5 of the 9 members). Sarah added that non-budgeted items should be voted on along with discussion of current budget/financials.

B. President's Report

Neil reported that he and Sarah met with Clem Helmstetter to familiarize themselves with GFHA financials. They will meet with Fox (with HAKC) to review specific financial data before June meeting.

### C. Finance Report

Sarah distributed FY 4th Quarter Income Statement/Balance Sheet for GFHA. She has spoken with Fox and he will send breakdown of Accounts Receivable (AR) Written Off. Per Sarah, Fox thought that the majority of the AR Written Off in the amount of \$1351.48 was for uncollected newsletter advertising revenue from 2013. This write-off contributed to the Net Loss for fiscal year ending April 30, 2014 of \$548. She will check with HAKC how other homes associations bill and collect so that the newsletter is sustained by the advertising revenue. May 1st begins new FY and budget. Overall, she reported that GFHA financials are “in good shape.”

***Non-Board approved expenditure*** - Extensive discussion ensued related to an infant swing that was installed in Strawn Park, under the direction of Beth Noble, without Board approval at a cost of \$765.

Jeanette reported the following from the Board-approved Minutes from the April GFHA Board meeting, "...Beth reported the total cost of item would be \$1,068... Swing will be discussed at the May meeting after Neil & Sarah meet with Foxworthy and have current financial data." Beth submitted an invoice and a check for \$268 to Sarah at the meeting for the swing, and after discussion, Board agreed to table the payment until financials of new budget can be explored. The check and invoice were returned to Beth.

Nola shared this is not the first time Beth has made an unauthorized purchase with GFHA funds, noting that in June 2013 she had installed a concrete sphere on a pedestal in Strawn Park without Board approval @ \$500. The Board voted to authorize expenditure, after installation, and she was asked not to make unauthorized purchases in the future. She agreed.

Neil reiterated that the Board will follow the Expenditure Protocol discussed at the beginning of this meeting and that, in the future, ***any expenditure must be majority approved by the Board.***

#### D. Landscape Report

Beth reported that landscaping invoices have been forwarded to Sarah.

Beth also requested a consideration of her amendment to the GFHA Tree Policy for amendment regarding the maintenance of trees in the GFHA. Beth explained that she has applied for a grant for *Tree Resource Improvement and Maintenance* (TRIM), a cost-share program through the Missouri Department of Conservation, to provide financial assistance for the management, improvement, or conservation of our community forests. The application deadline is 6/1/14. Beth shared a Maintenance Plan (Amendment to Tree Policy Adopted May 2013) she would like to submit with the application.

Board members will review before next week and Beth & Neil will work together before submitting. Beth will share website via email so Board members can familiarize themselves with project.

#### E. Newsletter

Nola reported that 2Q newsletter is going to print and will be mailed in next few days. 3Q newsletter is projected to be completed at the end of July. She will solicit input/content in June.

#### F. Annual Picnic June, 8th, 5-7 p.m. at Strawn Park

David & Jeanette will coordinate picnic, with a budget of \$300-\$350 (from \$625 Social Activities). GFHA will purchase Jack's Stack BBQ based on number of RSVP's and residents will bring sides/desserts. A motion for no more than \$350 for picnic was seconded, and approved.

### **IV. New Business**

#### A. Board Vote for new member

Board voted unanimously to approve Bob Deeg as Director, filling vacancy created by Matt Hanson's resignation earlier this month. Bob will continue to be Block Captain Captain Coordinator.

**B. Exceptional Home**

Nola would like established criteria (historical features, architectural details,...) to follow in selection of Exceptional Home.

**V. Next Meeting and Location**

Next meeting will be Monday, June 16th at 7:00 p.m., place to be determined.

**VI Adjournment**

The meeting was adjourned at 8:28 p.m.